



# State of Nevada

## *IT Project Oversight Committee (ITPOC)*

### Policy

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#### 1.0 PURPOSE

To establish a project planning policy for information technology projects in the state of Nevada. The purpose is to ensure that proper planning is performed for successful IT project completion.

#### 2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

- A. Major IT projects and investments with a total cost of \$500,000 or more, including the cost of state employee time;
- B. Additional requests for funding for existing IT projects that now cause the project to have a total cost of \$500,000 or more; and/or
- C. IT projects and investments that are critical in nature or have major impact on a state organization.

#### 3.0 EFFECTIVE DATES

The requirements of this procedure are effective 90 days after sign-off by the Governor or his designee.

#### 4.0 RESPONSIBILITIES

Heads of all Nevada state executive branch organizations are responsible for their organization's compliance with the requirements of this policy. The IT project manager has the basic responsibility for implementing the policy. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this policy.

The project manager has primary responsibility for developing and implementing the project plan and maintaining it over the course of the project. Project planning requirements will vary by project and are typically determined by the size, cost, complexity and impact on the business.

#### 5.0 RELATED DOCUMENTS

[http://nitoc.nv.gov/document\\_index.htm#ProjectOversight](http://nitoc.nv.gov/document_index.htm#ProjectOversight) - Project  
Policy 9.04(A) Project Management  
Policy 9.06(A) Risk Management  
Policy 9.07(A) Project Tracking  
Policy 9.08(A) Requirements Management  
Policy 9.09(A) Configuration Management  
Policy 9.10(A) Project Closeout  
Standard 9.03(A) Monthly Cost Schedule Report



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#### Standard 9.11(A) Risk Assessment and Management Report

### 6.0 POLICY

Each project manager must develop, maintain and follow a written plan that defines project goals, processes, and resource estimates (in terms of schedule, cost and development). The project plan must be updated throughout the life of the project to accurately reflect the current plan.

Project planning includes developing estimates for the work to be performed, establishing the necessary commitments, and defining the plan to perform the work. The development plan addresses the commitments in terms of resources, constraints, and capabilities of the project. Finally, the plan provides the basis for guiding the management and the performance of the project and evaluating the work progress.

#### OBJECTIVES:

- Develop a plan for each project that appropriately and realistically covers the activities and commitments (based on documented requirements) and breaks down the development effort into manageable components.
- Ensure that all affected groups and individuals (e.g., developers, external users, internal customers, stakeholders, etc.) understand the planning estimates and assignments and commit to support them.
- Document all approved estimates and plans for tracking activities and commitments. Project estimates are refined throughout the project phases. As issues are better understood, estimates for later project phases are updated based on project specific data rather than formula-based assumptions.
- Perform project planning in accordance with organizational procedures and in a manner that is consistent with the complexity and risk of the effort.

Project managers will prepare a project plan that includes the following: a project statement, a project schedule with milestones by project phase, a project budget, project resource estimates, a project requirements list, a deliverables list, a project risk assessment, a configuration management process, a quality assurance plan, and an issues list.

### 7.0 EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information officer (CIO).

### 8.0 DEFINITIONS



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- 8.1 State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions
- 8.2 Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of \$500,000 or more and includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.
- 8.3 Qualified Project Manager: An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.

<i>Approved By</i>		
Title	Signature	Date
ITPOC Chair	Signature on File	01/13/02
NV IT Operations Committee Chair	Signature on File	03/14/02
Governor/Governor's Representative	Signature on file	06/30/03

<i>Document History</i>		
Revision	Date	Change
A	03/14/02	Initial release.